

JOB DESCRIPTION - PROJECT ACCOUNTANT

1. BACKGROUND INFORMATION

1.1 Beneficiary country

Kingdom of Tonga.

1.2 Contracting Authority

Imprest Administrator of European Union Technical Cooperation Fund (TCF) Programme Estimate - Ministry of Finance and National Planning.

1.3 Relevant country background

The Kingdom of Tonga, an archipelago of more than 170 islands spread over an area of the South Pacific roughly the size of Japan, has no strategic or mineral resources and is highly dependent on agriculture, fishing, remittances from Tongans living abroad, and a developing tourism industry. The country has some of the best MDG indicators in the region and has made good progress in achieving the MDGs in 2015.

However further assistance is required to assist with the development to date and in particular the Technical Cooperation Fund (TCF) will provide support to the implementation of ongoing European Development Fund (EDF) programmes through support to the Aid Management Division, assist in building the capacity of the National Authorising Officer (NAO) office to manage EDF projects, prepare for EU budget support and coordinate EU development assistance with that of other development partners, provide training opportunities linked to good governance and development policies as well as building the capacity of civil society to engage with development policies and participate actively in the development agenda being led by the Government of Tonga.

The key beneficiaries of the TCF are the office of the NAO, the Government of Tonga and non-state actors.

1.4 Current state of affairs in the relevant sector

The Government of Tonga has received a number of donor support towards the implementation of the Tonga Energy Road Map (TERM) which is the sector plan for the energy sector. Given the financial situation, Tonga has requested Budget Support Modality for the 10th EDF with the focal sector as Energy. As such the TCF will assist in the following areas to help to implement the EU development cooperation through the NAO Office based at the Ministry of Finance & National Planning:

1. Support to the NAO office in Tonga implemented within the Ministry of Finance and National Planning (MoFNP).
2. Support to capacity building of Non-State Actors

2. CONTRACT OBJECTIVES & EXPECTED RESULTS

2.1 Overall objective

The overall objective is to support the NAO office at the Ministry of Finance and National Planning with the implementation of the EU development cooperation.

2.2 Purpose

The purpose of this contract is to

1. assist the TA to the NAO, Imprest Administrator and Imprest Accounting Officer in the financial management of the EU development cooperation matters on a day to day basis.
2. Provide financial management support to the national authorities dealing with EU development cooperation matters and procedures on a day-to-day basis.

2.3 Results to be achieved by the Project Accountant

The results to be achieved by the Project Accountant will be a contribution to the financial management of EU development cooperation in Tonga, namely the production of accurate and up to date financial information in line with the EU procedures and guidelines.

3. ASSUMPTIONS AND RISKS

3.1 Assumptions underlying the project intervention

The success of the project depends on the following assumptions:

- (1) Continuing commitment by government to effective implementation of the EU development cooperation.
- (2) All involved Ministries collaborate fully and proactively support the activities related to the implementation of the present contract.

3.2 Risks

The most important risk is that Government departments may not be able to absorb and sustain the interventions due to a possible lack of availability and continuity of staff resources.

4. SCOPE OF THE WORK

4.1 General

4.1.1 Project Accountant

The overall objective is to support the NAO office through the Ministry of Finance and National Planning by providing financial management for the EU development cooperation.

4.1.2. Target groups

The key beneficiaries of the TCF are the office of the NAO, the Government of Tonga and civil society.

4.2 Specific activities

The **Project Accountant** will conduct the following tasks in close collaboration and consultation with the TA to the NAO and Imprest Administrator. The specific duties are as follows:

- Ensure compliance with EDF guidelines
- Check all purchase orders, requisitions, payroll timesheets, and financial documents for accuracy and for compliance with approved Budget guidelines;
- Keep accurate records of all expenditures in accordance with the current procedures required from Accounting Officers in the Tongan Government and in accordance with EDF Guidelines;

- Familiarize with sun system to ensure procedures and processes run smoothly;
- Monitor the availability of funds in the budget, maintain a running balance of remaining budget items, and bring to the attention of the TA to the NAO and the Administrator any concerns;
- Liaise with Ministry of Finance and National Planning (MFNP), Project TA to the NAO and Imprest Officers on all disbursement vouchers to ensure compliance with procurement policies and timely processing;
- Co-ordinate with the Project Imprest Accounting Officer at MFNP to facilitate the Reconciliation of Accounts;
- Assist and follow through with the Project Imprest Accounting Officer all financial documentations relative to funding (replenishment and riders) transfers from the European Union;
- Prepare and submit to the TA to the NAO a monthly financial report on all projects;
- Prepare the Financial Statements for the Project for Auditing;
- Assist with the Audit missions sent by the EU and the conservation of financial documentation related to EU projects;
- Provide financial support to Non- State Actors with grant processes if required;
- Work as part of a team and show full cooperation with TA to the NAO and Imprest Administrator;
- Perform any other duties required by the TA to the NAO and the Imprests;

4.3 Project management

4.3.1 Responsible body

The imprest administrator of the EU Programme Estimate will act as Contracting Authority, under the responsibility of the National Authorising Officer (Minister of Finance and National Planning).

4.3.2 Management structure

Responsibility for overall supervision of these consulting services remains in the hands of the NAO. The Project Accountant will report to the EU TA to the NAO who will be located at the Ministry of Finance and National Planning who reports directly to the NAO.

4.3.3 Facilities to be provided by the Contracting Authority and/or other parties

The Contracting Authority shall ensure that the Project Accountant is provided with the necessary equipment It will also ensure that the Project Accountant will have free access to relevant sources of information, whether these are relevant documents, institutions, stakeholders, organisations or individuals.

5. LOGISTICS AND TIMING

5.1 Location

The assignment will require activities to be carried out in Nuku'alofa, and possibly outside of Nuku'alofa, Tonga.

5.2 Commencement date & Period of execution

The intended commencement date is 24 July 2017 for the project accountant. The duration of the assignment will be for 12 months with the possibility of an extension depending on the need and funding.

6. REQUIREMENTS

6.1 Personnel

The Project Accountant will be one individual short-term expert, who must fulfil the following profile:

- a degree in accounting, or related fields, with a higher degree and/or additional professional qualifications being an advantage;

He/she should have some years of relevant practical experience in the areas of accounting in Tonga or overseas.

a good knowledge of EU development policy would be an advantage;

- He/she must be fluent in written and oral English and be computer literate.

Additional selection criteria are:

- excellent communication, training and capacity building skills with a track record in financial management
- work experience with other International Organisations such as DFAT, WHO, ADB, WB, UN, DFID, etc. would be an advantage
- experience in the Pacific region would be an advantage, but is not a requirement

Support staff and backstopping

Not applicable. See Section 4.3.3.

6.2 Office accommodation

Office accommodation of a reasonable standard and size will be provided by the Contracting Authority within the Ministry of Finance. The Project Accountant will be provided with the necessary office equipment and facilities (see also Section 4.3.3).

6.3 Facilities to be provided for the Accounting Officer

The Project Accountant will be provided with a computer and some equipment. (see also Section 4.3.3).

6.4 Equipment

See also Section 4.3.3 regarding operational budget.

6.5 Incidental expenditure

The provision for incidental expenditure for this contract is not applicable. However, see also Section 4.3.3 regarding operational budget.

7. REPORTS

7.1 Reporting requirements

The Project Accountant will be required to report on a monthly basis to the TA to the NAO on the financial situation of the programme. A work plan for the duration of the whole assignment is to be developed and reports to be based on same.

The draft final progress report must be submitted at least one month before the end of the period of execution of the service contract.

8. MONITORING AND EVALUATION

8.1 Definition of indicators

The project will be monitored by a set of identifiable indicators to be developed by the Programme Coordinator in collaboration with the NAO and Imprest Officers and other counterparts within 3 months of commencement, see also Section 7.

8.2 Special requirements

Electronic versions of key documents must be made available and stored in a structured manner on the Ministry of Finance AMD database.

Remuneration:

Fixed salary of \$23,930 per annum. One year contract with possibility of extension. Leave benefits is similar to the Public Service with 20 days annual leave, 7 days casual leave and 12 sick leave.